



# **Massachusetts Commission on the Status of Women**



## ***COMMISSIONER APPLICATION PACKET***

The Massachusetts Commission on the Status of Women (MCSW) was enacted by law and established in 1998 to advance Massachusetts' women toward full equality and to promote rights and opportunities for all women. The Commission is an independent state agency that provides a permanent voice for women across Massachusetts.

The Commission is comprised of 19 appointed women who have had prior experience working towards the improvement of the status of women. Commissioners are drawn from diverse racial, ethnic, religious, age, sexual orientation, and socio-economic backgrounds from throughout the Commonwealth. Appointments are made by the Governor (5), the Senate President (4), the Speaker of the House of Representatives (4), and the Caucus of Women Legislators (6).

The Commission's duties include: studying, reviewing and reporting on the status of women in the Commonwealth; advising executive and legislative bodies on the effect of proposed legislation on women; informing leaders of business, education, health care, state and local governments and communications media of issues pertaining to women; providing referrals and serving as a resource of information on issues pertaining to women; identifying and recommending qualified women for positions at all levels of government; promoting and facilitating collaboration among local women's commissions and among women's organizations in the state; serving as a liaison between government and private interest groups concerned with issues affecting women; and serving as a clearinghouse of information on issues pertaining to women. The Commission meets once a month, except during July and August.

To be considered for appointment by any of the appointing authorities, please submit a completed application form annually between August 15 and September 30. Appointments are typically made in November. Mail the form to: Massachusetts Commission on the Status of Women, Charles F. Hurley Building, 19 Staniford Street, 6<sup>th</sup> floor, Boston, MA, 02114. A copy of your application will be kept on file and will be forwarded to the appropriate appointing authority(s) when appointments become available. Please remember that information you provide is public and cannot be kept private or confidential.

If you are appointed, your term of office will be no more than three years, depending upon the vacant seat you fill. You will be eligible for reappointment to a full three-year term at the end of your initial term. Commissioners will be considered "special state employees" and will be subject to Chapter 268A, the state conflict of interest law. You will not be compensated for your work, but you are eligible for reimbursement for usual and customary expenses, such as travel.

For more information, contact:

The Massachusetts Commission on the Status of Women  
The Charles F. Hurley Building  
19 Staniford St., 6<sup>th</sup> Floor  
Boston, MA 02114  
Phone: 617-626-6520  
Fax: 617-626-6530  
E-Mail: [mcsw@state.ma.us](mailto:mcsw@state.ma.us)  
Web: [www.mass.gov/women](http://www.mass.gov/women)



# Massachusetts Commission on the Status of Women

## COMMISSIONER APPLICATION FORM



Instructions: To be considered for appointment by any of the appointing authorities (Governor, Senate President, Speaker of the House, or Caucus of Women Legislators), please fully complete this form. Please note if you would like your application to be forwarded to a specific appointing authority. Applications will be accepted annually between August 15 and September 30. Appointments are made annually in November. A copy of your application will be kept on file and will be forwarded to the appropriate appointing authority(s) when appointments become available.

Mail all three sections of the completed application to: Massachusetts Commission on the Status of Women, Charles F. Hurley Building, 19 Staniford Street, 6<sup>th</sup> floor, Boston, MA, 02114. For more information call: (617) 626-6520. **Please be sure that your name is on each attachment.**

**Name** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Position** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Work Address** \_\_\_\_\_

**Daytime Phone** \_\_\_\_\_ **Evening Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Home Fax** \_\_\_\_\_ **Work Fax** \_\_\_\_\_

**Home E-Mail** \_\_\_\_\_ **Work E-Mail** \_\_\_\_\_

## **SECTION 1 – MCSW CRITERIA**

- I. Please write a statement which addresses the following three questions:
  - a. Why are you interested in being appointed to the Massachusetts Commission on the Status of Women?
  - b. How have you worked to advance the status of women?
  - c. What three issues concerning the women of Massachusetts are you most interested in?
  
- II. The law establishing the Commission calls for its members to be drawn from diverse racial, ethnic, religious, age, sexual orientation, and socio-economic backgrounds from throughout the Commonwealth. Voluntary information about how your appointment would contribute to these goals is welcomed and encouraged.
  
  
  
  
  
  
  
  
  
  
- III. Will you be able to attend daytime meetings, spend time preparing for meetings, and participate in events and activities outside of regularly scheduled meeting times?

## **SECTION 2 – BACKGROUND INFORMATION**

- 1) Have you ever been employed by the federal, state, or local government? If yes, please list positions and periods of employment:
  
  
  
  
  
  
  
  
  
  
- 2) Have you ever been elected or appointed to public office (including other Boards and/or Commissions) in Massachusetts? If yes, please list and include dates:
  
  
  
  
  
  
  
  
  
  
- 3) Please list association memberships:
  
  
  
  
  
  
  
  
  
  
- 4) Have you been or are you now a registered lobbyist? If yes, please list the principals you represent(ed) and dates:
  
  
  
  
  
  
  
  
  
  
- 5) Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation, or ordinance (exclude traffic violations for which a fine or civil penalty of \$150 or less was paid)

Yes\_\_\_\_\_ No \_\_\_\_\_If yes, please give details:

- 6) Is there anything in your background that if made public, would be an embarrassment to you or the Commission?

Yes\_\_\_\_\_ No \_\_\_\_\_If yes, please give details:

- 7) Is there anything else you think we should know about you, your background or your experience?

- 8) Please list three persons unrelated to you who would support your appointment:

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- 9) Please complete the attached biographical form [page 6] **OR** attach a copy of your résumé.

### **SECTION 3 – CURRICULUM VITAE**

Please describe your background and/or experience in the following areas. You may respond to these questions on a separate sheet of paper and attach your answers to the application form. (A résumé may be submitted in lieu of this form.)

1. EDUCATIONAL BACKGROUND: (Please list schools attended and degrees obtained)

2. WORK EXPERIENCE: (Please list job titles, employers, and job responsibilities)

3. VOLUNTEER AND/OR COMMUNITY EXPERIENCE: (Please list organizations and/or groups that you worked with and describe the nature of your work)

4. ADDITIONAL RELATIVE EXPERIENCE: